

**SAMPLE  
EMPLOYEE NOTIFICATION/  
INPUT FORM**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

This is to confirm our \_\_\_\_\_ evaluation meeting to discuss your work performance since our last evaluation meeting and to create/review a plan for developing your skills and potential within our organization.

Your input is essential to the success of our meeting. Because of this, I'm asking that you read over the questions below and write down your responses, as well as any thoughts you might have that will help me understand your concerns and priorities.

You can either bring your answers with you to our meeting, or you can return this sheet to me before we meet.

Thank you.

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1. Do you have any questions about what's expected of you on the job?

\_\_\_\_\_

What areas are unclear to you? \_\_\_\_\_

\_\_\_\_\_

2. What do you consider to be your most important accomplishments since our last evaluation meeting? \_\_\_\_\_

\_\_\_\_\_

Have you received any feedback from individuals you have assisted or to whom you have provided services? (Please attach copies... i.e. e-mails, etc.) \_\_\_\_\_

\_\_\_\_\_

3. Do you feel there are areas of performance where you need to improve? \_\_\_\_\_

What can this organization or I do to help you improve? \_\_\_\_\_

\_\_\_\_\_

4. Please list any special arrangements, awards, activities, or recognitions I should be aware of. \_\_\_\_\_

\_\_\_\_\_

5. What are your job/career goals? \_\_\_\_\_

How can this organization or I assist you in meeting these goals? \_\_\_\_\_

\_\_\_\_\_